

# SAMPLE

Attachment B

*Current Date*

Dr. Sandra E. Dowling, Ed.D.  
Maricopa County Superintendent of Schools  
301 W Jefferson, Suite 660  
Phoenix, AZ 85003

Dear Dr. Dowling,

The *(Name of District)* School District No. is requesting that you consider granting an emergency teaching (or substitute) certificate to *(Name & Social Security number of applicant)*, to fill a position in *(subject area)* at *(Name of school)*.

*Describe the applicant's educational background to include the following: Type of degree earned, job requirements, and a description of how this individual is qualified to fill the position*

The *(Name of District)* verified the existence of an emergency employment situation. *State the reason for the existence of an emergency employment situation. Describe your recruitment process and include the various methods of advertisement used, as well as contacts to the Arizona Department of Education ClearingHouse and the University Employment Services.*

The *(Name of District)* School District No. will conduct a criminal background investigation on the applicant. *If fingerprints have not cleared, you must include a Conditional Early Release form with your request (See attachment C).*

Sincerely,

*Name of District Superintendent*  
District Superintendent